



COMMISSION COMMENTS

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Public Records

As a taxpayer-funded agency, many of the records that the Civil Service Commission maintains are considered public records and must be furnished upon request. Commonly requested records include personnel files, eligible lists, and position incumbents by class. A charge of \$.15 per page is applied if copies of records are requested. (Note: This charge is waived for governmental and/or law enforcement agencies requesting documents in the discharge of their agency duties.)

Some records maintained by the Commission, however, are not considered public records. For example, social security numbers of past and present employees are not public records and must be concealed before a personnel file can be viewed. Another protected public record is the residential and familial information of police officers and firefighters (including retirees). And of course, examinations and answers to examination questions are not public records.

According to the Ohio Revised Code, Section 149.43, "Availability of Public Records", all public records are to be made available for inspection within a reasonable period of time. Records such as eligible lists or a list of incumbents by class can usually be accommodated the same day. However, because information protected by ORC Section 149.43 must be concealed prior to being made available for review or copying, some requests may take up to three business days to process, depending upon the number of records requested. Records such as Civil Service Commission Rules, minutes of Commission meetings and our Classification Plan are available to the public on our website at www.csc.columbus.gov while records such as background administrative reviews and disciplinary appeals are only available upon written request.

To obtain a copy of a Request for Public Records form, visit our website at www.csc.columbus.gov or visit our office on Monday, Wednesday, or Thursday, from 9:00 a.m. to 4:00 p.m.

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Our Applicant & Employee Services Counter is open

9:00 a.m. -4:00 p.m.

Monday, Wednesday, and Thursday

Vacancy Postings & Test Announcements are still available in our hallway on Tuesday and Friday.

Completed applications and forms may be put through the slot in our door if we are closed.

"The only place success comes before work is in the dictionary."
- Donald Kendall

Oops....

Due to a printing error, the photo accompanying the lead story in our last issue (August 2004) was inadvertently cropped, and a very important person was missing from the picture! We like to give credit where credit is due, and are therefore reprinting the picture. The 2004 IPMAAC Innovations in Assessment Award winners are pictured to the right.

2004 IPMAAC Innovations In Assessment Award Winners, from left to right: Richard Cherry, Elizabeth Reed, Gloria Urban, Laura Wright and John Swinger.



Web Highlights



Fire Promotional Exams

The Commission's website now includes information for Division of Fire employees who have applied to take promotional exams. From our homepage at www.csc.columbus.gov, click on "Fire Promotional Examinations." This will link you to information about the testing process for Fire Lieutenant, Captain, Battalion Chief and Deputy Chief. This information includes study guides, exam schedules, reading lists, and material selected for testing from the Division's bulletins and systems manual.

Newsletters

This issue, as well as previous issues, of the *Commission*

Comments are available for review on our website. To access newsletters, click on "News" from the menu on the left side of our homepage and select the issue you would like to read. Issues from July 2002 to present are available online.

Information Guide

For answers to questions you have about the Civil Service Commission and the hiring process for the City of Columbus, check out our employment tips and information guide under "Employment Tips" from our homepage menu. This guide covers everything from how to find out about job openings to test-taking strategies for civil service exams.

Request for Review Process

A Request for Review is the Commission's procedure for applicants or employees whose application is rejected or who believe they have been adversely affected by an action of the Commission staff. (NOTE: This process is not used for applicants removed due to a background investigation; there is a separate process for these called background administrative reviews.) The Civil Service Rules and Regulations establish the request for review process and states that applicants must request a review by the Executive Director within ten (10) calendar days from the date the action was taken.

For example, Joan Smith received a rejection notice dated November 15, 2004. Joan felt that she met the minimum qualifications for the exam; however, she forgot to list one of her previous jobs that would help her meet the experience requirement. Joan must complete a Request for Review form and submit it and the additional information to the Commission by November 25, 2004 to meet the ten-day deadline. The Executive Director will review Joan's application and the Request for Review and a letter will be sent to Joan advising her of the decision. In this situation, Joan's Request for Review would be denied; Joan can clarify experience listed on her original application, but she cannot add jobs for consideration that were not included on her original application.

One of the Commission's performance standards tracks the response time for Requests for Review. These requests should be decided within 14 days. In 2004, the average response time has been 8 days.

Request for Review forms can be located on our website at www.csc.columbus.gov under Public Forms or you may also complete the form in person at our office in the Beacon Building at 50 West Gay Street during our regular office hours listed on the front page of this newsletter.

Adding to our SAFETY FORCES

The 2004 administration of the Police Officer Examination is nearing completion. We accepted applications from July 12 through September 1, 2004. During that time, we received 3,642 applications! The Entry-level Police Officer Examination is a four-phase test, which includes Multiple Choice, Writing Sample, Oral Board, and Physical Capabilities components. We began testing the first three phases in August, and finished the physical capabilities exam just days ago. In all, 1,331 were tested. Our Piedmont Testing Center, at 750 Piedmont Road, served as the test location for each phase of the examination. Result letters are scheduled

to go out next month informing individuals of their final placement on the eligible list. Like other classifications, the eligible list will be in effect for a period of two years, unless it is exhausted before the end of the two year period. During this time, extensive background checks and medical examinations will be conducted beginning with the highest score bands.

To obtain more information about this and other classifications with the City of Columbus, please visit our website at www.csc.columbus.gov.

TESTING UPDATE

- The testing process can be a stressful time for some candidates and holiday related activities might increase that stress level. In addition, candidates may have vacation and travel schedules that conflict with testing dates. As the 2004 holiday season approaches, the Civil Service Commission is beginning to wind down its testing activities. We plan to close all application filing periods by mid to late November in order to complete all testing by mid-December. Although we are always willing to accommodate urgent departmental personnel needs, the Commission would rather suspend filing and testing until the beginning of the new year.
- The Commission typically opens the application filing period for Construction Inspector I in early January in order to administer this test in early February. Be sure to check the Commission website at www.csc.columbus.gov under Job Openings for information about this and other job postings and examinations.
- Throughout 2004, we have been busy conducting job analyses and specification review projects for many classifications throughout the City. A large part of this process involved requesting employees to complete questionnaires about their job duties and responsibilities and to meet with CSC staff to discuss the results. Many of the projects involved asking large numbers of incumbents to participate, so we would like to especially thank the police officers and employees in the clerical, crew leader, and first line supervisor classes, and their supervisors, who provided input.
- We would also like to take this opportunity to thank everyone who assisted us with our examinations by sharing their time and expertise with us, and by providing staff, equipment, and locations to administer examinations, especially the Recreation and Parks Department and the Transportation Division of the Department of Public Service. Thank you again, City of Columbus employees!

A PERSONABLE ANALYST

Richard Cherry is a Personnel Analyst II with the Civil Service Commission and has worked at the Commission for over 12 years. During his time with the Commission, Richard has worked in test development and administration for police and fire ranks as well as for other classifications throughout the City. In 2005 Richard plans to be working on classifications, audits, and compliance reviews. Richard states that his favorite part of the job is the



relationships he has developed over the years with various employees throughout the City.

Away from his duties at the office, Richard is a devoted husband and father of two. He also is an avid Michigan Wolverine fan and enjoys the competitive nature of his coworkers who are Ohio State fans.

Civil Service Commission

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Police Communications Technician EXAM

The Police Communications Technician (911 operator) job class will open for testing during the first quarter of 2005. Applicants who are interested in being notified by mail must have a job class interest sheet on file when Civil Service opens it up for testing.

Job class interest packs can be mailed to applicants by calling the Applicant & Employee Services counter at (614) 645-8369 on Monday, Wednesday, and Thursday between 9:00 a.m. and 4:00 p.m. or you may visit our website at www.csc.columbus.gov to fill out the job interest form online. You can also fill out the application on line once the job class opens up for testing.

CSC Word Search

WORDS TO FIND:

BAND
BEACON
CAPTAIN
CHIEF
CIVIL
COLUMBUS
DIRECTOR
ELIGIBLE
FIRE
JOB
LETTER
LIST
OFFICER
PIEDMONT
POLICE
REVIEW
SERVICE
WEBSITE

P	O	L	I	C	E	B	O	J	V	Z
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